

Entered the Union 1788

Population (est. 1994):

7,055,000 Rank: 11/50

Land Area (square miles):

57,919 Rank: 21/50

State Historical Records Coordinator:

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Georgia

ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1918 State Records Management Initiated: 1971 Archives and Records Management Placement Secretary of State, Department of Archives and History (GDAH)	Total State Govt Expenditures (1993): \$14,061,084,000 Rank: 13/50 Total Budget, Archives and Records Management (FY 1994): \$2,973,614 Rank: 8/43 See "Notes" section, below, for program elements included in budget and FTEs. Percent of Total State Expenditures Allocated to Archives and Records: 0.021 % Rank: 18/43 GDAH funding has been relatively stable over last 2 years.

STAFFING					
State Government FTEs (1992):				Number of Archives/Records FTEs per 1000 State FTEs:	
114,464		Rank: 11/50		0.56	
				Rank: 20/43	
Archives & Records FTEs (1994):				Average earnings for all full-time state employees	
Total	64	Rank: 8/43		(Oct. 1992): \$24,900 per year	
Archives	48				
Records Mgt	16			Salary ranges for entry level professionals	
				Archivist \$20,592-35,376	
				Records Analyst \$21,408-37,056	

HOLDINGS							
State Archives				Records Center			
Paper records	Government	67,136	cu. ft.	Paper records	Government	134,246	cu. ft.
	Nongovernment	3,800	cu. ft.		Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		74,127	rolls	Microfilm (total no. of rolls)		965	rolls
Security microfilm for state/		100,000	rolls	Maps, blueprints, drawings		823	cu. ft.
local govtshoused in State							
Archives Building							
Photographs		100,000	items				
Maps, blueprints, drawings		857	cu. ft.				
Film and video		30	cu. ft.				
Books		13,867	items				

ACCESS TO RECORDS IN STATE ARCHIVES			
Reference services provided (FY 1994)		Arrangement and description activities (FY 1994)	
Individual daily visits	17,583	Records arranged and described	794 cu. ft.
Mail requests	4,817		(80 series)
Telephone requests	4,309	Descriptions of holdings are provided through:	
Reference activity has been relatively stable over last 2 years.		Nonelectronic finding aids available at State Archives describe 95% of the holdings at the series level.	
Services provided free of charge:		Published finding aids produced by State Archives describe 1% of holdings at record group level	
Use of reference room			
cont.			cont.

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:

Answers to in-state and out-of-state mail requests
 Faxes of documents or finding aids
 E-mail for receiving/responding to requests
 Typed certified copies or exemplifications
 Commercial use of documents/photos

Fees for mail reference have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 17% of State Archives holdings at the series level

Automated finding aids accessible remotely describe 3% of State Archives holdings at the series level.

FACILITIES



State Archives Building

(owned by Georgia Building Authority)

Constructed: 1964

Total storage capacity: 100,000 cu. ft.

Percent now occupied: 98%
 Already full to capacity
 No construction planned

Savannah Branch Depository is rented and houses archival holdings.

Existing environmental controls :

90% year-round temperature controls
 90% year-round humidity controls
 100% fire detection
 0% fire suppression

State Records Center

(owned by Georgia Building Authority)

Constructed: 1990

Total storage capacity: 200,000 cu. ft.

Percent now occupied: N/A
 Will be full in 5 years
 No construction planned

Additional rented facility houses 1% of records center holdings.; also has 3,000 sq ft microfilm security vault

Existing environmental controls (NFPA standards):

10% year-round temperature controls
 10% year-round humidity controls
 100% fire detection
 100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):

No. of agencies served 138 (state agencies)
 150 (local govt officials)

No. of local government units (1992):

159 counties 185 school districts
 536 municipalities 442 special districts

Services to state agencies

Consultation/advice
 Training through annual state records conference

Services to local governments:

Training and consultation
 Publications

State Archives has authority to accept original archival records from local governments

MICROGRAPHICS



Microfilming activities by GDAH (FY 1994)

Source document microfilming 180,177 images
 Processing 1,523 rolls
 Duplicating 769 rolls
 Other processing 43,471 images

There are no centralized micrographics services for state and local government agencies in the State of Georgia.

GDAH stores security microfilm for state and local government agencies.

[redox problems?]

PRESERVATION POLICIES AND SERVICES



Preservation activities by GDAH (FY 1994)

250 sheets cleaned 30 sheets encapsulated
 250 sheets mended 383 volumes repaired
 1,500 items rehoused
 105 treatments to stabilize for microfilming

GDAH has a written preservation plan and but does not have a written disaster plan.

GDAH has a preservation officer and employs a trained, full-time conservator.

Georgia does not have a statewide preservation plan but does have a disaster response team in which GDAH participates.

AUTOMATED APPLICATIONS**GDAH uses automation applications for the following:**

Finding aids	Minaret, Word Perfect, dBase III+,
	Alpha V, PC File
Publications	Word Perfect, Pagemaker
Other	Preservation Tracking System

Electronic Mail

GDAH can communicate with other agencies in Georgia state government through the GO Network and with outsiders via the Internet through both GO Network and RLIN.

NASIRE reports that Georgia has a government-wide e-mail system on a mainframe.

ELECTRONIC RECORDS

The Department of Administrative Services (DAS) state computer center effectively acts as the state's "electronic records manager." The Department of Archives and History manages the scheduling process for electronic records. It has schedules covering information stored in the DAS and elsewhere in electronic formats.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1984 statute
Includes electronic records, revision to include e-mail.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, restrictions expire after 75 years.

Permanent paper standards

None

Optical imaging standards

Under development

Admissibility of microfilm

1991 statute

Admissibility of optical images

1991 statute

Admissibility of electronic records

1991 statute

Theft/defacement of a public record

1917 statute

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Just established and assigned to Office of the Governor; GDAH is active in the state's IRM work.

Information Policy Coordination

Constituted formally, assigned to Office of the Governor; GDAH is active in the state's information policy work

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that Georgia has implemented interactive voice response.

NGA reports the Department of Administrative Services developed satellite network and a two-way virtual telecommunications network that will consist of 200 distance-learning sites and 59 telemedicine hospitals/clinics.

State of Georgia

gopher://gopher.state.ga.us

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS**Flood Recovery Efforts**

[more: see file, NAGARA Clearinghouse, Summer 1994]

EDP Proposal

[more: see file]

IT Work Group Established

[NAGARA Clearinghouse, Winter 1995, Spring 1995]

Retrospective Conversion project

[NAGARA Clearinghouse, Summer 1994, Winter 1995]

SHRAB ACTIVITIES**Statewide Needs Assessment**

GHRAB has completed a comprehensive assessment of the historical records environment and is currently drafting a long range plan to address needs. The Georgia legislature has approved \$130,000 for state grants to match an NHPRC implementation grant request for the fall of 1995.

FOR FURTHER INFORMATION**State Archives and Records Management**

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Georgia budget and personnel figures also cover

- service to local governments ·preservation microfilming
- records preservation ·records center
- administration of branch depository at Georgia Historical Society

The GDAH total appropriation also includes \$1,449,633 which covers space charges for main archival facility, the Savannah Branch, and the state records center.

The FY1994 budget figures also include income from fees for services and grants.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHR report:

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Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, *State Finances: 1993, Public Employment: 1992*.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.